



This flyer has emphasis on "do not" and "your safety" so it is clear to whomever is reading this that they do not want you doing anything to your beds. I used the different font sizes in my flyer to emphasize import There is a nice picture of what not to do that relates to the message of the flyer. I like this one because the picture is from a relatable movie that many college students have seen before. The contrast of color could be improved and stand out more, but that is probably only because of a black and white printer.

This flyer to New York really caught my eye for many different reasons. The contrast of the lettering and spacing for this flyer is nice, big, and centered. I liked the proximity in how there are icons on the bottom of the page to find more information about the New York City trip from popular websites.



I liked this flyer a lot because of the contrast and different colors that catches your eye. The creator of the flyer used repetition for their colors and shapes for everything, so I took that same idea into creating my flyer. The pictures and text are in good alignment and are all centered on the page. There is a proximity of the separate sections for more information underneath the big picture of the nurse.



This first letter to parents is from a daycare center professionally explaining what to expect when their child is there. The format of the text is centered and lined up nicely. I find it important on how it is "parent-friendly" and does not go so much into detail about everything that would confuse some parents, but is simple and to the point explanations. Families like letters that look professional like this one, but is still easy to understand and read, which is what I used and included in with my professional letter.



December 17, 2012

Dear Parents,

Thank you for your cooperation and help this school year. As mentioned in previous emails to you, it has been a challenging year, but a good one. The building and surrounding facilities are in good order and the student involvement is the best that it has been all year. Students and staff are working very well together. The newly initiated student portfolios have proven to be extremely helpful in guiding student learning through tutoring and enhanced classroom activities. Many of you have kept in touch with me and I welcome that. We are here for one purpose only, and that is to help our students find their way and build a foundation for college and career success.

As you prepare for the holiday season, we would like to pass along some information that will help you plan for the days ahead. This Friday, December 21, 2012, students will be released at 12:30pm. They will be served lunch at the schools and transportation will be on schedule to leave the buildings at 12:30pm. Please make the necessary arrangements to provide care for your children.

The first semester will end on Friday, January 18, 2013. Many of our parents thought that the semester would end before the holidays, but that is not the case. Please pay particular attention to the progress reports so that your child can get any extra help needed for academic improvement, if necessary.

We want to take a moment to recognize the efforts of several school groups. The PTSA is newly formed and President Col Garza has been very active in her desire to provide help to our students and staff. Our orchestra, under the direction of Patrick Slavin, seems to get better each time they perform. Our sports teams, including volleyball, flag football, and boys and girls basketball, have had successful seasons, and our newly formed Cheerleading Squad under the direction of Erica Gonzalez, English teacher, and Nyssa Arcos-Evans, Globaloria and Technology Specialist, have been performing well at many of these events. Of course, we do not measure athletic success by the "wins and losses" column. We measure it by the number of participants and their adherence to school rules and their academic achievement. The choir, under the direction of Christopher Floyd, has also had some wonderful performances. And of course we would like to acknowledge our partner, the Children's Promise group, for all of their help during school, after school, and on weekends. Finally, and not least, I would like to thank the staff and administration for their efforts on behalf of the students and the community.

Our open house on Saturday, December 1 at the MLK site was an outstanding success with more than 1,000 visitors. Many of our other events have also had outstanding numbers, such as the Parade last Thursday at the Southwest Key location.

Some exciting future events will include a school-wide raffle to provide additional student facilities. In addition, Mrs. Garza from the PTSA, our fundraising committee headed by Cheryl Rines, Social Studies teacher at MLK, and the administration will be working with all booster clubs to provide additional projects that will raise money for students.

We will be recruiting new students immediately after the holiday break. Our target group will include all of the grades we currently have (4th through 8th) as well as 10th graders and younger elementary-aged students for next year (we will let you know what specific grades we will be recruiting once we get approval from the Texas Education Agency). Talk to your friends, your relatives, and your neighbors about the additional opportunities that we will provide at East Austin College Prep.

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This is a recommendation letter for someone going to the field on education. I felt like this letter was professionally written properly with examples of positive attributes the person brought to the classroom and reasons why the person should be hired as a teacher. The alignment is set up nicely with good spacing and everything centered to one side so I took that same idea into my letter. This letter seemed to have the information laid out nicely and easy to understand so I also tried taking that same approach to my letter.



Thursday, July 22, 2010

Dear Parent(s),

Welcome to Lil' Sprouts Home Daycare! I am delighted you chose Lil' Sprouts Daycare to be part of our child's learning and growing experience.

My goal is to provide a high quality, nurturing and safe environment for your child(ren) that will help him/her grow into a wonderful, curious, and happy person. Lil' Sprouts Daycare maintains a structured program concerning the daily activities, curriculum, scheduled meals, and rest periods. We believe children thrive when their lives are predictable and structured.

Your child will be exposed to an exciting theme-based program that includes a variety of writing, math, music, science, story time, arts and crafts, indoor/outdoor activities, and free play. All activities are designed to stimulate their physical, intellectual, social, and emotional growth in a loving and comfortable environment. We support students' early learning and exploration through engaging, age-appropriate materials, and encourage pride in work by displaying projects. We expose children to new, classic, and enriching picture books as well as opportunities to retell favorite stories that give children a love of books before they even start reading. Pre-writing skills start with finger-painting and are enhanced by opportunities to experiment with writing activities. Children learn valuable lessons in sharing and cooperation while interacting together on the playground.

As a partner in your child's development, I will do everything in my power to keep the lines of communication open. My interaction with you is as important as my interaction with your child. You are welcome to visit and/or participate in our daycare at any time. Feel free to call at any time during the day or set up an appointment with me after hours to discuss any problems or suggestions you have concerning your child's development.

Thank you for choosing Lil' Sprouts Daycare for your child's physical, emotional, social, and academic needs.

Sincerely,

Ulicia "Ruby" Mendoza,
Owner/Director

This professional letter is guided to parents of college students explaining and thanking them for the end of the semester. I liked how the letter went into detail, but I felt some of it was too much detail for parents that a lot of parents would ignore and not read thoroughly because of the fact that it is much longer. There felt like there was a lot of jargon stuff in this letter so I tried avoiding that when writing my letter, but kept the proximity of it and how everything was nicely separated into each paragraph with no indents, but spaces in-between the paragraphs instead.



FAIRFAX COUNTY
PUBLIC SCHOOLS

Kings Glen Elementary School
5401 Danbury Forest Drive
Springfield, Virginia 22151

April 20, 2010

To Whom It May Concern:

It gives me great pleasure to write this letter of recommendation for Carolyn Fasana. Mrs. Fasana has served as a very reliable and dependable substitute teacher in grades four, five, and six for the past five years while I have been assistant principal at Kings Glen ES. When not substituting elsewhere or attending classes, Mrs. Fasana accepts substitute teaching positions in general education, special education, and physical education classrooms. Mrs. Fasana arrives promptly, even on short notice, and willingly accepts any bus duty or hall duty that is required in addition to the classroom demands.

Mrs. Fasana is a self-starter who needs very little direction and who can be counted on to follow teacher lesson plans and ensure that students' learning is not interrupted in the absence of the regular teacher. Mrs. Fasana is perceptive to students' needs, and she admirably maintains a safe learning environment for students in the classroom. Mrs. Fasana is conscientious and always writes detailed notes for teachers documenting the activities of the day.

I am confident that Mrs. Fasana will contribute to any school's learning community in countless ways as she has for us here at Kings Glen ES. She is energetic, knowledgeable, and dependable. If I can be of additional assistance, you may reach me at (703) 239-4000.

Sincerely,

Kay Mallory
Assistant Principal
Kings Glen ES



This satire is directed to anyone who is too lazy to get up and get something to eat. It is exaggerated to show what will happen because of how lazy a lot of people can be. I realized this satire does not include a lot of contrast with colors, but with repetition of the same kid in the same position. I used this to change the contrast and repetition of my satire.

This satire shows how a lot of college students feel when they are taking a test or working on homework that have true and false questions. Instead of taking the time to really answer the questions and state why something is false, it is just easier for people to say true to all of them and not answer to why a statement is false. I thought the alignment and proximity of this comic was well done because of how neat and evenly separated the sections are.



This comic shows how for some people, video games just completely take over homework and studying. I really liked the contrast the creator of this used to capture the audience's attention. There is no real repetition, but for this particular comic, there was no real need to include repetition with anything. The alignment is nicely centered, so I took that concept and included it in my projects.

